

1.50 TRAVEL AND EXPENSE REIMBURSEMENT

TRAVEL

Travel to and from Board and Committee meetings, approved conferences and seminars, and other approved meetings directly related to statutorily prescribed duties of the State Investment Board is authorized under rules established by the State of Washington, Office of Financial Management (OFM). All members of the Board, except the two Legislative members, are eligible to receive reimbursement for travel expenses according to OFM rules and state travel rates.

Except for attendance at Board and Committee meetings, approval for travel to conferences, seminars, training events, and other approved meetings shall be requested in advance, in the format included in the Appendix. In compliance with the Board's Code of Conduct, this request shall be sent to the Board Chairperson through the Executive Director for approval. If desired, the Executive Assistant will assist members in making travel arrangements. Air, rail, and other transportation arrangements must be made through authorized state travel agencies.

Upon completion of travel, members may request reimbursement for eligible expenses by submitting receipts, when required, to the Executive Assistant.

TRAVEL RULES AND STATE RULES

Members may be reimbursed for per diem and other travel expenses incurred while conducting statutorily prescribed duties of the State Investment Board. Per diem rates vary according to location and are subject to change. Current per diem rates are included in the Appendix.

Some basic travel rules to remember are:

- Air, rail and other transportation arrangements using common carriers must be made through travel agencies authorized by the state.
- Lodging expense is generally authorized if required to stay overnight, more than 50 miles from the closer of either the member's official place of business or residence. Actual expense, documented by a receipt, up to the maximum state rate is allowable. Some exceptions apply.
- Deductions to the daily meal allowances will be made for meals included as part of the registration fee for conferences, seminars, or furnished at meetings.

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- Entertainment, alcoholic beverages, and other personal expenses are not reimbursable.
- Travel is authorized for the most direct route.
- Private car mileage may be claimed only by one member regardless of number of members traveling together.

Members are encouraged to familiarize themselves with the Board's Code of Conduct (contained in the appendix) which addresses conflict of interest, acceptance of gifts, and participation at events sponsored and/or paid by third parties.

REFERENCES:

Travel Request Form (T-1/SIB009)

See Forms Manual

Current Per Diem Rates

Appendix L

Code of Conduct

Appendix G